

## Catawba County Emergency Medical Services

### Access, Inspection, and Copy of Protected Health Information

Patients have the right to access their PHI to inspect or copy the information for as long as the PHI is maintained by Catawba County EMS.

- Forms to complete these tasks will be maintained in the office of the records custodian.
- Request forms to access, inspect, and copy can be obtained in person at the office of the records custodian. Request forms may also be mailed or faxed upon request.
- After requests are submitted the requestor will be notified that the request has been approved or denied within 30 days:
  - If the request is *approved* the requester may access, inspect or copy his/her PHI at the office of the records custodian. PHI may be mailed to the requestor's address listed on the form. PHI may not be faxed.
  - If the request is *denied* a limited explanation of the denial should be sent to the requester. The date "The letter of denial" is sent should be recorded in the office of the records custodian.
  - The privacy officer will approve or deny the request based on the law.